

Purpose

1. Adopting fair, merit-based and inclusive hiring practices is the right thing to do. Employers also benefit from having a wider pool of candidates to recruit from, hence increasing their chances of finding the best person for the job and strengthening the organisation.

Specifications

Job Advertisements

2. Job advertisements state only selection criteria that are related to qualifications, skills, knowledge and experience required for the job. Where specific attributes e.g. proficiency in a particular language or the need for employees of a particular gender are needed, the reasons are stated clearly.

Job Application Forms

3. Job application forms ask only for information relevant to assess an applicant's suitability for a job. They do not require applicants to provide their age¹, date of birth, gender, race, religion, marital status and family responsibilities, including whether the applicants are pregnant or have children, and whether they have disabilities, unless the information is needed to assess the applicant's suitability for the job. If such data is required, the purpose is stated clearly.

Job Interviews

4. A set of relevant and objective selection criteria is used consistently (e.g. use of a checklist) for shortlisting and selecting candidates. A proper record of the interview, assessment process, test (if any) and job offer made is kept for at least one year. Unsuccessful candidates are informed of the outcome of the interview.
5. Hiring managers and staff² have been trained³ to conduct fair and unbiased interviews.

¹ This includes other information such as NRIC number.

² This includes HR practitioners, line managers and supervisors who have recruitment responsibilities.

³ Training includes programmes or workshops to train hiring managers and staff on conducting interviews in a fair and objective manner.

The Tripartite Partners – the Ministry of Manpower, the National Trades Union Congress and the Singapore National Employers Federation, have a shared vision for Singapore to be one of the best places in the world to work; a place where every worker is given an equal opportunity for employment, rewarded according to his or her merit, treated fairly and with respect and given the opportunity to optimise his or her unique talents; a place where businesses are able to attract, develop and retain valued employees and create a harmonious and inclusive work environment, where employees are highly motivated and contribute their fullest to their organisations and the economy.

Enrolling on the Employers' Pledge means that you agree with the principles of fair employment and that you will adopt the 5 key principles of Fair Employment Practices.

- Recruit and select employees on the basis of merit (such as skills, experience or ability to perform the job), regardless of age, race, gender, religion, marital status and family responsibilities, or disability.
- Treat employees fairly and with respect and implement progressive human resource management systems.
- Provide employees with equal opportunity to be considered for training and development based on their strengths and needs to help them achieve their full potential.
- Reward employees fairly based on their ability, performance, contribution and experience.
- Comply with the labour laws and abide by the Tripartite Guidelines on Fair Employment Practices when conducting recruitment and selection.